



United States  
Department of  
Agriculture

Date: May 6, 2008

Food and Nutrition  
Service

Re: SD Memo # 08-002  
FD Memo # 08-001

Mid-Atlantic Region

300 Corporate Blvd  
Robbinsville, NJ  
08691-1598

Subject:

Bi-Regional Cross-Program Nutrition Education Meeting:  
“*Working Together To Meet the Mission*” July 24-25, 2008

To:

State Child Nutrition Directors  
State Distribution Directors

This memorandum formally announces the Cross-Program Nutrition Education Meeting organized by the Northeast and Mid-Atlantic Food and Nutrition (FNS) Regional Offices and sponsored by the Pennsylvania Department of Education. This meeting, “*Working Together To Meet the Mission*”, builds upon the National Nutrition Education Conference held in 2005. As a key FNS partner, your participation will be vital in finding the best ways to meet the nutrition education needs of our joint clients.

The meeting is planned for a full day on July 24 and a half day on July 25. This meeting will provide you with cost effective tools to meet our mutual goal of effective nutrition education for all FNS programs in your State.

In addition to staff from the Headquarters office, we expect several national level speakers, including Rebecca Mullis from the College of Family and Consumer Sciences, University of Georgia and Brian Wansink, the Executive Director of the Center for Nutrition Policy and Promotion. There will also be time for sharing your successes as a part of sessions and exhibits.

The meeting will be held in the Radisson Warwick Hotel in the Rittenhouse Square area of Philadelphia, PA. We have obtained a federal government rate of \$149 per night for the evenings of July 23 and 24. To make your reservations for overnight accommodations, use the hotel’s website. Instructions are below:

- 1) Log onto [www.radisson.com/philadelphiapa](http://www.radisson.com/philadelphiapa).
- 2) Type in the desired dates that you would like to arrive and depart, then hit **Go**.
- 3) On the right side of the screen, under “Search For Special Rates”, enter **USDA** within the “Promotional Code” option, then select **Search**.
- 4) The group reservation will be displayed and make your reservation by putting in contact information, etc.

The hotel will accept credit cards, cash or purchase orders. Please contact the hotel directly at 215-735-6000 if you have any questions about payment.

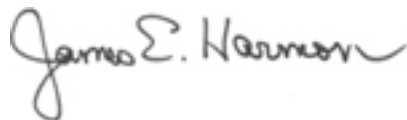
The Food and Nutrition Service is an agency  
of the Department of Agriculture

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Please make your reservations as soon as possible. The hotel will only hold this special rate until our block of rooms is taken, but no later than June 15.

Attached are two forms: one to be completed by all attendees and a second form for those of you who plan to showcase your nutrition projects. Please complete the attached form(s) and return them to Kathy Hogan at [Katrina.hogan@fns.usda.gov](mailto:Katrina.hogan@fns.usda.gov) or mail to the address on the forms. The registration fee will be \$125 and will cover breaks, two breakfasts and a working lunch on July 24.

Since nutrition education is essential to meeting the FNS mission we urge you and members of your staff to participate in this conference. State administrative expense funding is designed to pay for expenses such as this meeting. We look forward to your attendance. If you have any questions do not hesitate to contact this office.

A handwritten signature in black ink that reads "James E. Harmon". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

JAMES E. HARMON  
Regional Director  
Special Nutrition Programs

Attachments

### Meeting Registration Form

Name: \_\_\_\_\_ State: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please complete the following to assist us in planning for the meeting.**

1. I will attend the conference on (check one):

Both days \_\_\_ Weds July 23 \_\_\_ Thurs July 24 \_\_\_

Registration: \$125 for the entire meeting; Weds only-\$90; Thurs only-\$40

2. I will be staying at the Radisson and have registered for (check all that apply):

Tues July 22 \_\_\_ Weds July 23 \_\_\_ Thurs July 24 \_\_\_

3. I am requesting special accommodations for meals as follows:

\_\_\_\_\_

4. I need special logistical accommodations (please specify):

\_\_\_\_\_

5. My name, title and organization as I would prefer it on my badge and in the agenda.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

6. I am interested in actively participating in the conference in one of more of the following capacities (check as many as you want):

\_\_\_ Make a formal presentation (complete Attachment 2)

\_\_\_ Participate as a panel member

\_\_\_ Participate in speed sharing sessions (we will have a number of topic tables where you network with others on the details of a project or successful activity for about 15 minutes before you move to another topic table)

\_\_\_ Let me know how I can help

\_\_\_ Have an exhibit table and showcase projects (complete Attachment 2)

**Please send this completed form to:**

**USDA FNS SNP, 300 Mercer Corporate Park, Robbinsville, New Jersey 08691-1598**

**Attention: Kathy Hogan or**

**e-mail directly to Kathy at [Katrina.hogan@fns.usda.gov](mailto:Katrina.hogan@fns.usda.gov)**

**Partner Showcase Form**

Thank you for agreeing to showcase your project(s) at our meeting. This is a great opportunity to highlight your achievements and to share this information with partners in other States.

To help us better plan for our meeting, please provide us with the information below related to project(s) that you would like to present at the meeting. **Please complete a separate sheet for each presentation/exhibit you would like to make.**

State: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact name and telephone number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Authors: \_\_\_\_\_

Learning objectives: \_\_\_\_\_

Abstract: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keywords: \_\_\_\_\_

AV/Electrical/Special Needs: For Presentations: Please indicate if you will need specific audio-visual equipment. Indicate if you will need distribution of handouts or if you will require assistance with your presentation. For Poster session or exhibit: Please indicate if you will need electrical outlets, tables, etc.

\_\_\_\_\_

**I (please include name here) \_\_\_\_\_ authorize FNS to disclose and distribute information related to my project(s) (include project name(s) here) \_\_\_\_\_, which will be highlighted at “Working Together To Meet the Mission,” to meeting attendees and other interested parties.**

**Please send this completed form(s) to:  
USDA FNS SNP, 300 Mercer Corporate Park, Robbinsville, New Jersey 08691-1598  
Attention: Kathy Hogan or  
e-mail directly to Kathy at [Katrina.hogan@fns.usda.gov](mailto:Katrina.hogan@fns.usda.gov)**